

Police/Fire Communication Specialist - Entry Level

Job ID: 5727

Location: Seattle-Tacoma Int'l Airport

Comments

The timeline for this positions process is:

Position closes:	Friday, September 14, 2012
Critical Testing:	Week of September 17, 2012 (if chosen you will be contacted)
Oral Boards:	Week of October 1, 2012

If chosen to come in for Critical Testing you will be contacted. You must pass the Critical testing portion of this process with a 80% to move forward to the Oral Board. At the time you pass you will be asked to sign up for an Oral Board for the following week.

Department

Police Department

Job Summary

PURPOSE:

To perform specialized duties in the Emergency Services 9-1-1 Communication Center. Receive and transmit requests for emergency services related to public safety.

ESSENTIAL FUNCTIONS:

Answer 9-1-1 emergency and non-emergency calls for service. Prioritize radio transmissions and dispatch emergency responders, including police, fire, and medical. At all times, maintain knowledge of status and location of each emergency responder. Electronically log all pertinent data relating to dispatched or emergency responder activity. Inquire upon and enter information into state and national computerized data files and systems. Ability to read maps and relay directions as necessary. Monitor security cameras and fire gates; dispatch appropriate fire suppression and/or medical response to fire, water flow alarms, or requests for medical aid. Monitor airline checkpoint security alarms; dispatch appropriate police response according to Transportation Safety Administration Rules and Regulations. Ability to transition from one computer system to another with accuracy and speed.

KNOWLEDGE, SKILLS & ABILITIES:

Excellent problem solving skills. Ability to make quick, rational decisions with limited supervision. Must have the ability to maintain confidentiality concerning all work-related information. Ability to multi-task and work under stressful situations. Ability to work in a team environment. Excellent verbal and written communication skills. Must speak English with proficiency and clarity. Willingness and ability to communicate and work well with diverse groups. Ability to copy verbal information quickly and correctly while wearing a headset. Experience using Windows-based computer operations. Ability to keyboard for long periods of time. Must be able to sit for extended periods. Ability to monitor video cameras and alarm boards, both visually and aurally. Must be available to work varied shift assignments, holidays, weekends, and unscheduled overtime, with varying days off.

QUALIFICATIONS:

High school diploma or GED. Communicate fluently in English. Must successfully pass pre-employment exam. Knowledge of Windows-based computer programs. Will be required to undergo an extensive police

background investigation, including personality profile, polygraph, hearing, and drug testing. Must successfully complete the Washington State Criminal Justice Training Commission Telecommunicator I and II courses, King County Emergency Medical Dispatch Certification course, and State of Washington ACCESS certification within first six months of employment.

PREFERRED QUALIFICATIONS:

One year of experience working independently as a public safety dispatcher in a combined police/fire/EMS communications center.

ADDITIONAL INFORMATION:

Pay includes 5.8% shift premium. In addition after six months you may qualify for the educational incentive of 2% for an associate's degree, 4% for a bachelor's degree, and 6% for a master's degree which is added to the base pay.

Successful applicants will be placed on an eligibility list for a period of one year. **PERSONS WITH FELONY CONVICTIONS WILL NOT BE CONSIDERED.** You can be immediately **DISQUALIFIED** from this process if you have had any use of illegal drugs in the last five (5) years or provide any false information on any hiring documents. Background investigations will be conducted on successful candidates as openings occur. Background investigations include the following: Fingerprint analysis, criminal history check, driving records and credit history; military, and educational records; and other sources where information can be obtained to measure one's suitability for emergency services work. After a conditional offer of employment, a polygraph exam, psychological review, hearing exam, and drug test will be conducted. Those candidates who successfully complete all phases of the background investigation may be hired as Police/Fire Communications Specialist openings become available.

These are Civil Service positions, as well as full-time positions with rotating shifts. Must join Teamsters Union-Local 117 within 30 days of employment. Benefits include Teamster medical, dental, and vision insurance, Washington State Public Employees Retirement System (PERS), and Pacific Coast Benefits Trust (PCBT) supplemental retirement.

Driver's License

A valid Washington State Driver's License, or the ability to obtain one, is required.

Environment Information

Will generally work in an office environment.

Security Requirements

The successful candidate must pass a Transportation Security Administration background check. Will also be fingerprinted for a criminal history background check with the FBI. Hire date will be contingent upon obtaining a Port of Seattle ID badge.

Weekly Standard Hours

This position is scheduled for 40 hours per week.

Special Position Information

We strongly encourage applicants to combine their cover letter and resume into one document before applying for a Job Opening.

Union Requirements

Must join International Brotherhood of Teamsters Local 117 within 30 days of employment.

Compensation Disclaimer

The starting pay rate for the successful candidate may vary depending on the specific terms of the applicable collective bargaining agreement. Collective bargaining agreements are available for viewing on the Port's Web site.

<http://www.portseattle.org/Business/Labor-Relations/Pages/default.aspx>

Compensation Range

Hourly \$23.30

EEO Statement

The Port of Seattle is an Equal Opportunity Employer and is committed to diversity in the workplace.